

# ELK TOWNSHIP CERTIFICATE OF OCCUPANCY APPLICATION

667 WHIG LANE ROAD MONROEVILLE, NJ 08343 (856) 881-6525 Ext18

**FEE: \$50.00** (payable by check to Elk Township.) This covers the 1<sup>st</sup> & 2<sup>nd</sup> inspections. Should a 3<sup>rd</sup> inspection be necessary, an additional fee of **\$30.00** will be charged payable prior to the inspection.

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ☐ Approved ☐ Not Approved Date:    /    /

OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REALTOR: \_\_\_\_\_

BUYER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

 **30 DAYS ADVANCE NOTICE - PRIOR TO SETTLEMENT OR  
CHANGE OF OCCUPANCY - IS REQUIRED FOR CO INSPECTIONS.** 

*[No special consideration will be given to late applications. It is handled on a first come first served basis]*

After the application is received, you will be contacted to set up a day and approximate time for the inspection. Inspections are done on Mon & Wed in the P.M.



## **REQUIREMENTS FOR INSPECTIONS: CURRENT I.C.C. IPMC**



1. Water test results for well.
2. Smoke detector required in each bedroom and every level of house. Smoke and CO detector required outside of bedrooms with-in 10' of bedrooms. (Sec.704.2)
3. General condition of the interior of the building. (Sec. 305)
4. General condition of the exterior of the building and grounds. (Sec. 302)
5. General condition of accessory buildings, (sheds, barns, garages, etc.) (SEC. 302.7)
6. Condition of roofing, siding and trim.
7. Window glass and screens and all doors, interior and exterior.
8. Condition of pipes and traps under sinks and lavatories.
9. General condition of heater and water heater.
10. Condition of chimney(s). Solid fuel burning appliances, i.e. fireplace, wood burning stoves, etc., will be required to provide an approved chimney certification.
11. A fire extinguisher is required to be mounted in the kitchen [5lb ABC type].
12. All receptacles with-in 6' of water in kitchens, bathrooms and laundry must be GFIC.
13. Property is required to be properly identified with house numbers (4" Reflective Minimum).
14. Recycle Container is required to be on premises.

A Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.



**CO is valid for 3 months if property was occupied, 6 months if not.**



Thank You for your co-operation

Anthony A Dariano, CFM  
Elk Township Housing Official

# ELK TOWNSHIP

## CERTIFICATE OF OCCUPANCY INSPECTION

667 WHIG LANE ROAD MONROEVILLE, NJ 08343 (856) 881-6525 Ext18

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ☐ Approved ☐ Not Approved Date:    /    /

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

### *INSPECTION CHECKLIST: CURRENT I.C.C. IPMC*

- ☐ 1. Water test results for well.
- ☐ 2. Smoke detector required in each bedroom and every level of house.
- ☐ 3. Smoke and CO detector required outside of bedrooms with-in 10' of bedrooms.
- ☐ 4. General condition of the interior of the building.
- ☐ 5. General condition of the exterior of the building and grounds.
- ☐ 6. General condition of accessory buildings, (sheds, barns, garages, etc.)
- ☐ 7. Condition of roofing, siding and trim.
- ☐ 8. Window glass and screens and all doors, interior and exterior.
- ☐ 9. Condition of pipes and traps under sinks and lavatories.
- ☐ 10. General condition of heater and water heater.
- ☐ 11. Condition of chimney(s). Solid fuel burning appliances, i.e. fireplace, wood burning stoves, etc., will be required to provide an approved chimney certification.
- ☐ 12. A fire extinguisher is required to be mounted in the kitchen [5 lb ABC type].
- ☐ 13. All receptacles with-in 6' of water in kitchens, bathrooms and laundry must be GFC.
- ☐ 14. Property properly identified.
- ☐ 15. Recycle Container on premises.

**A Certificate of Occupancy will only be issued when all the requirements are met and the property passes inspection to the satisfaction of the Elk Township Housing Official.**

Thank You for your co-operation  
See notes on back for inspection infractions.

Anthony A Dariano, CFM  
Elk Township Housing Official